

## West Virginia Court Security Fund Request for Proposals

The West Virginia Division of Justice and Community Services and the West Virginia Supreme Court of Appeals are announcing the availability of FY 2015 Court Security Grant Funds. The West Virginia Court Security Fund makes State grant funds available to county court facilities for the purposes of enhancing the security of such courts. The Court Security Board was also established to review and approve county court security plans for all court facilities and upon approval of a county's court security plan, award funds to purchase equipment or make other expenditures (personnel and training will not be funded this grant cycle) in accordance with the approved security plan. ***Priority will be given to those applicants requesting duress alarms; items used for the purposes of securing courthouse access; and surveillance cameras.*** Funding under this program is available to County Commissions which are **required** to have letters of comment from their respective Chief Circuit Judge, Family Court Judge, Circuit Clerk, County Sheriff, Prosecuting Attorney, and Chief Magistrate. Also, it is **required** of the applicant to have a resolution passed by the County Commission stating that sufficient manpower will be used to operate and manage all equipment and other items requested. **NOTE:** This funding is for **Court Security** only. Requests for items for other areas (Day Report Centers/Offices, Domestic Violence Centers/Offices, etc.) will **not** be considered for funding.

Applications **must** address the most recent Court Security Audit performed by the WV Supreme Court of Appeals. This audit can be obtained from the Chief Circuit Judge to be reviewed. If deficiencies identified in the audit are not being addressed in the application, an explanation must be included. Note: Any equipment provided through grant funding that is found to be non-operational must be corrected immediately. If any grant funded equipment is not being utilized, the grantee will be liable for all costs and will be required to reimburse the court security board for said equipment and may be disqualified from applying for future funding.

A meeting of all county officials is **required PRIOR** to the writing of the court security application. Minutes must be kept for this meeting and be submitted as part of the grant application. A copy of the notification inviting the **mandatory participants** to the meeting must also be submitted. This invitation must be sent to the meeting participants **at least 7 days in advance**. If the invitation is not sent in advance, a signed waiver of the 7 day notice must be submitted. **NOTE: If meeting minutes are not kept and submitted for the mandatory meeting the application will not be reviewed by the Court Security Board and will be automatically denied.**

Enclosed is a Court Security Fund - General Grant Information and Requirements Booklet and Grant Application. Applications for this program must be postmarked by **no later than Wednesday April 1, 2015.** *Faxed applications will not be accepted.* **IF THE APPLICATION/PLAN IS INCOMPLETE - THE APPLICATION WILL NOT BE CONSIDERED FOR FUNDING.**

The Court Security Board will review and award grants in May 2015. Applicants may be required to be available by conference call to present their plan and application to the Court Security Board during the grant review meeting. *Applicants will be notified for scheduling of calls.*

Should you have any questions or need further assistance, please contact April Dickenson at (304) 558-8814, Extension 53313 or [April.D.Dickenson@wv.gov](mailto:April.D.Dickenson@wv.gov) *Should you need technical assistance, please contact Arthur Angus, Director of Court Security or Angela Saunders, Director of Court Services, WV Supreme Court of Appeals at (304)558-0145.*

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